

Minutes of Waukesha County Airport Operations Commission

January 12, 2011

Chairman Crowley called the meeting to order at 8:02 a.m.

Commissioners Present: Schoepke and Falstad. Commissioners Bluemke and Richards were absent.

Others Present: Val Ramos, Airport Administration; Jim Singer, Flight for Life; Keith Markano, Airport Manager; Bob Groh, 2317 Aviation Drive; Ken Witt, Tower Chief; Harry Becker, Atlantic Aviation; and Tony LaShay, Walters Builders (Bob Groh).

Approve modify minutes of Minutes of December 8, 2010

Falstad – Do we want to approve subject to review of self-fueling discussion not included in the December 8, 2010 minutes?

Crowley – For clarification there is a significant portion of a conversation for future Commission agenda items on self-serve fueling. Not being present at the December meeting, I was informed that Vice-chairman Bluemke started a conversation on self-serve fueling that was not on the agenda and is not represented in the December 8, 2010 meeting minutes. The understanding is Commissioners Schoepke and Falstad would like this to be a part of the December 8, 2010 minutes. The Commission can approve the minutes documented at today's meeting and possibly can be an amendment to the December 8, 2010 minutes to be approved for the record. Mr. Markano has been requested to add the self-serve fueling conversation to the December 8, 2010 minutes since it was a significant part of the meeting minutes and should be documented for future reference and discussion. This amendment to the December 8, 2010 minutes will be available for the Commission to review, amend if necessary and approve at the February 9, 2011 Airport Operations Commission meeting. Chairman Crowley is asking for a motion to approve the December 8, 2010 minutes as reported with an addendum on the self-serve fueling conversation.

Schoepke – The addendum minutes could ultimately be posted as approved minutes.

Markano – Does not believe addendum can be approved as minutes because this was not an agenda item, they would just be notes.

Crowley - The conversation was very important and could be used for reference in further discussion and potential action. It is a critical piece of information that needs to part of the December 8, 2010 meeting. Although it was not a discussion/action item on the December 8, 2010 agenda it is still a significant conversation that needs to be recorded. Motion by Falstad to approve minutes of December 8, 2010 as reported with addendum of the the self-serve fueling conversation notes.

Schoepke – The addendum needs to be posted or reported with the minutes in some way on the airport's website or newsletter so if anyone wants to reference/read the discussion from the previous meeting. There is nothing now in regards to the Commission's serious discussion on self-serve fueling and they should be aware of this.

Markano – This will be available on the website, not sure where, but it will be posted.
Schoepke moved to second motion by Falstad. Motion carried.

Public Comment/Correspondence

Markano – Snow removal went well, many compliments received by tenants and airport users. The office did receive one complaint and it was rectified.

Falstad – Asked if there was going to be discussion today on the Century Fence property.

Markano – Received environmental assessment on Century Fence property on the December 30, 2010 and has not yet reviewed the document. Falstad – Sat in on discussion of the property and asked if Mr. Markano was aware of this.

Markano – Yes, he was aware of this and more discussion on this would be in his airport manager report. More on this subject will be covered in his Manager Report later in today's meeting.

Discussion and action on hangar construction plans, 2317 Aviation Drive (Robert Groh)

Mr. Markano, along with Mr. Groh and Mr. LaShay (Construction Manager, Walters Buildings) reviewed the hangar construction plans for the Commission.

Markano – The original set of plans (December 8, 2010) were very generic and there questions in regards to the covenants. The revised plans were reviewed and only required changes to the elevations tables; they are reversed on the plans. There is a rendering of

the hangar and color samples. The plans show the footings, the covenants require a three inch concrete slab and the plans show a six inch concrete slab, the framing is wood truss with steel siding and roof. At the December meeting there was a question on location of mechanical room and where the utilities came in, these have all been corrected on the revised set of plans. Mr. Groh will be using a single not a bi-fold door, more information on this has been requested. Mr. Groh needs to file a Federal Aviation Administration Form 7460-1 "Notice of Proposed Construction or Alteration". This is the first hangar to be constructed since Department of Natural Resources-216 was changed a few years ago, Waukesha County Parks and Land Use is responsible for issuing the storm water permit and reviewing drainage, the contour plans are not reviewed by the Airport. Mr. Groh will take the drainage plans with the contours for review by Parks and Land Use and apply for the storm water permit. The plans meet the requirements of the covenants. The only other requirement needed is for Parks and Land Use to review the storm water pollution prevention plan and the erosion control plan. This needs to be on file before construction. The City of Waukesha will review Mr. Groh's plans at the end of January and the approved plans will be stamped with the Professional Engineer seal and submitted to the State Department of Commerce. Once the stamped set of plans is received and filed in our office the County will enter into a lease agreement with Mr. Groh. Mr. Markano is asking for approval of the revised plans submitted by Mr. Groh conceptually contingent upon submission of the bi-fold door information and Parks and Land Use information on the drainage control and submittal to our office of the Professional Engineer stamped set of plans that go to the Department of Commerce.

Groh – What is the issue with the hangar door?

Markano – More information on the door is appreciated and will be on file if there are any questions.

Crowley – What is square footage of hangar?

Markano – Square footage is 3,600 square feet (60x60), standard for a hangar.

Crowley – Is fire protection required inside of the hangar?

Markano – None is required.

Motion by Schoepke with second by Falstad to approve plans in current stage subject to required subsequent documentation. Motion passed.

Discussion and action on lease assignment of Stratus Hangar LLC (Roger Dibble), 2331 Aviation Drive to Blue Lakes LLC (Todd Connell) (Representatives for this item were not present)

Markano – This is a standard lease assignment and reviewed by Corporation Counsel. The signatory page reads "Waukesha County Airport Commission", and since the Airport is now a part of the Public Works Division there was a question on this. Corporation Counsel said legally this is fine because the County Ordinance references anything that says "Airport Commission" would refer back to "Airport Operations Commission". Since this document was received back in December before the change in departments took place, it is legal. In the future all legal documents should read "Airport Operations Commission". This is a standard lease assignment for 2331 Aviation Drive, Stratus Hangar, LLC (Roger Dibble), in the southwest hangar area.

Motion by Falstad with second by Schoepke to approve the Assignment and Assumption of Lease 2331 Aviation Drive by Stratus Hangar, LLC (Roger Dibble) to Blue Lakes LLC (Todd Connell). Motion passed.

Chairman's Report – Regarding conversation prior to approval of minutes.

Crowley – Personally feel anything that is discussed needs to become official record, anything that is recorded should be included in the official record for meeting. At the beginning of today's meeting a point was raised to have a significant conversation documented for all the stakeholders. We are a public meeting and anything that is held in a recording should be documented. For future reference anything that is discussed, the significant content of the discussion should be bulleted and submitted in the meeting minutes. We can always go back to listen to the original recording if necessary. Having a significant conversation on a huge issue such a self-serve fueling, as it has been in the past, we definitely want to have this recorded.

Meeting with Allison Bussler, Director of Public Works – Met with Mrs. Bussler in December to discuss issues in the coming year. We discussed staff and how they are reviewed. Now that the Airport Operations is under the direction of Public Works we want to meld the two processes of the review. In the past Mr. Markano's review was done by the Chairman and now the Director of Public Works will officially do the review with input from the Airport Operations Chairman and comment if any from the Commission. This is important because about a year ago when this process was started (Public Works/Airport), staff was unsure where this was going and how they would be affected. We discussed how this would be done, and submitted information to Mrs. Bussler that she is using for the review process.

Airport Manager's Report:

T-Hangars

Final walk through for T-hangars 670 and 676 roof repair was done last week and the repairs have been completed. T-hangar 674 is still outstanding, being discussed with Risk Management on an issue Mrs. Bussler requested be looked into.

Century Fence property

The Phase I Environmental Analysis was received on December 30, 2010 but has not been reviewed. Leslie Williams, Parks and Land Use, was going to give synopsis of the analysis. Spoke with John Connell, Century Fence President, the second week of December and they are interested in moving forward rapidly on this. Mr. Connell did not sign the access agreement to gain access to the property to begin the environment assessment until November because they wanted to do their own assessment first. The County started immediately on the first phase of the assessment, and still not sure if a second phase will be necessary. Spoke with Bureau of Aeronautics because we will be looking for federal funding since the adjacent property meets within the airport's layout plan. The airport already has easements over that area so it would be good to acquire the property from a compatible land use standpoint. There were questions on the appraisal process. Two appraisals of the property are required. The Bureau of Aeronautics has finally filled the real estate position that has been vacant for quite some time. In talking to this person in December, was informed the approved appraiser list was running about four months out before they would book appointments. Through Public Works was put in touch with Karen Braun who handles land acquisition and is going to assist Mr. Markano with the process of documentation, it is pretty lengthy. She will contact some appraisers and see if they can come in earlier. Money for the appraisals will be coming out of the Airport operating budget.

Schoepke – Is there an offer on the property at this time?

Markano – No offer, it is just being advertised now.

Schoepke – So there is an asking price, but no offer?

Markano – That is correct.

Schoepke – So we have to spend money before we even buy the property?

Markano – Yes. The County has to do the environmental assessment, two independent appraisals by certified appraisers in the State of Wisconsin and follow all of the rules and regulations required by the Bureau of Aeronautics and Federal Aviation Administration on how to make this land acquisition.

Schoepke – Someone could step in and buy the property and there is nothing the County can do about this?

Markano – That is correct, we have to follow the process.

Crowley – At the December meeting Mrs. Bussler was going to get involved with this and help move it along more expeditiously through the process. Not sure if this has happened yet because she needed to do more investigating on this more and talk with Mr. Markano. From Mrs. Bussler's point of view the County needs to move more quickly on this. We need to push on the bureaucratic process because there is an intent to move forward with this.

Markano – The biggest hold up was not getting the access agreement until November (sent out in June), and we had one month turn around on the Phase I. Century Fence wanted to do their environmental assessment first before the County. When their environmental assessment was completed it was not to a certain AAT standard as required for federal reimbursement of the project. The County also requires a certain AAT standard for an environmental.

Falstad – What percentage of the purchase price will be funded.

Markano – Understanding is eligibility to be 95/5. Obviously with continuing resolutions and funding coming out piece meal for the last three years at this point the State has what is called the "Land Loan Program" where the County will put up 20% of negotiated price and pay back the remainder over four years at 4% simple interest. The County would be reimbursed up to 95% of the total cost except for the interest. If the County goes through with the purchase, the appraisals and all of the costs are included in the reimbursement as well.

Schoepke – What is the current asking price for the property?

Markano – Asking price is 1.7 million dollars.

Schoepke – Has the County reviewed the Phase 1 environmental assessment done by Century Fence?

Markano – The County has had access to their environmental assessment, there were some things that required more investigation (parcel across Silvernail Road in 1980's had a leaking underground storage tank, fuel tanks were on site until the 80's and they had diesel on site until recently, and an asphalt pad used for testing paint striping). Will probably be looking at a second phase as well.

Schoepke – Cost for environmental?

Markano – This portion was about four to five thousand and next one will be about the same.

Schoepke – Appraisals?

Markano – Dollar amount about the same.

Schoepke – Once appraisals and environmental analysis are completed and the County is in a position to submit an offer and something is agreed to, what is time frame for turn around for State and Federal monies?

Markano – Understanding is the Land Loan Program money is already there. It would take a County Board action, an ordinance would be created and there would be one or two ordinance cycles depending on when the ordinance was actually submitted. Looking at two months once an offer has been accepted.

Schoepke – That would be the 20%?

Markano – Yes, with the County paying this money back, assuming there will not be an AIP Reauthorization and full funding of AIP coming in at any point soon and because of the asking price for this property, the Land Loan Program is the best way to go.

Schoepke – Essentially gives a down payment?

Markano – County pays a 20% up front and pay back the State the 20% a year with the simple 4% interest unless the County has a federal project that is eligible for reimbursement and then they will pay the County for that project and reimburse what is left out of the State apportionment if funds are available. The County could potentially receive a portion of the money back each year as the County gets into the Safety Area Projects. If the County's portion of the Safety Area Project is \$250,000 and say the acquisition was one million dollars, the County could receive \$500,000 out of the apportionment in one year which would pay the next 20% of the project for that year.

Falstad – At what point, assuming the County does not have to wait for everything to be done, before an offer can be made subject to completion of all the requirements?

Markano – There are certain things that must be done prior to making an offer (environmental assessment, appraisals, etc.)

Markano – Hopefully all of this will be taken care of within the next four months.

Crowley – This process is done very rarely through the County.

Markano – This is the first time being involved in something like this. BOA and FAA requirements are more stringent than the land acquisition processes.

Crowley – Final comment- We need someone to continue to drive it and this point has been expressed through the Commission's standpoint to Mrs. Bussler a few weeks ago. The County needs to stay on top of this and move it as expeditiously as possible. Having Karen Braun, from Public Works, and Parks and Land Use, involved will help and all the way up to the County Executive (he is aware of this).

Falstad – How would this property benefit the County/Airport?

Markano – That area sits under the 7-1 transition and there are easements over the property. Also, the building, the way it is designed, the airport had a project to construct a snow removal/ equipment building (a smaller building) where the existing hangar 511 is located. This is not an ideal spot because you have hangar 507 on one side and hangar 513 on the other side that open doors out towards the snow removal equipment building. You usually like your heavy equipment removed from where your hangars are. The existing building has a drive through, open on east side and south side and there is a heated workshop. That is where they fabricate fencing and gates and load them on the trucks. That area is about 5800 square feet. Usually when property is acquired the FAA requires that you demolish the structure, but the airport has previous approval from the BOA that it makes sense to keep this building as a snow removal equipment building because it is heated storage for the airport's snow removal equipment, significantly larger than exits, drive through capabilities and drains in the floor. That building would stay as well as the building for the airport's grass cutting

equipment. There is an out building that is not heated with overhead doors. The Airport has the gator and will acquire more equipment through the years, so it would be a building for the airport to store our own maintenance equipment.

Falstad – Buildings are in reasonably good shape?

Markano – Buildings are in good shape. Mark Keckeisen, Facilities Department, and Mrs. Bussler went through the buildings with Mr. Markano earlier last year.

Control Tower

Originally built with a punch cipher lock on the door. There have been issues in the past with, freezing up one of them. To re-program the lock, a step ladder is needed to move the ceiling tiles and re-program it. Not everyone knows the re-program procedure. There is no documentation on how to re-program the lock, so the process is a hand me down. This was done not too long ago when the lock froze and the door is operational. The 2010 operating budget with snow removal and grass cutting savings and the gate project not being completed, Associated Technical was contacted and they are in the process of hooking the tower door to the card access system. Instead of the cipher lock the controllers will be able to use their gate ID cards for access to the building and still have the key override on it. Work will be done to move the antennas to different locations on the buildings. The control tower access will be handled through the ProWatch System. This will also give the airport the capability, because they are the same controller boxes as the gates to incorporate a camera with plug in play capability should that ever be required. Cost for this to be done including the equipment and labor was \$9,000.

End of Year

With the rollovers, requisitions and all of the budgeting, we finished up like last year. Our revenues were a bit higher than expected. Fuel sales were almost 10% higher in 2010, recoveries were up as well and hangar rentals went up mostly due to the renegotiation of the Quad lease agreement in June.

Snow Removal/Equipment

Snow removal equipment is functioning properly. There were a couple of issues with gate 11 (new gate). The problem was a defective override switch, and that has been taken care of.

Tower Activity and Fuel reports

Fuel

December, Jet A was up significantly 34%, there were no low lead deliveries, so compared to December 2009 this number was down when there was one 100LL delivery. Year to date jet fuel sales were up 9.45% and year to date compared to 2009 100 LL sales were up just short of 9%. Final figures were 884, 090 gallons with a budget figure of \$88,409 which was pretty close to what was budgeted (\$90,000). Based on the estimates from two years ago when we did the budget, we did very well.

Tower Activity

If you look at tower activity the airport had 1,500 operations less than 2009, but the airport fuel usage went up 9.38%.

Crowley – Any update on marking by StrateVantage?

Markano – Has not had time to talk to Tracy of StrateVantage.

Website

Notice was sent to everyone just before Christmas that the website was up. Deadline to have this done was by the end of 2010.

Future Agenda Items

Crowley – In the December meeting minutes the following were brought forward for future Commission agenda items: naming rights, sign location and 501C. The Commission will keep them as future agenda items and add self-serve fueling for upcoming meetings.

Future agenda items:

Sign location
501C
Naming rights
Self-serve fueling

Adjourn

Falstad moved, second by Schoepke to adjourn. Motion carried. Meeting adjourned 9:26 a.m.

Next meeting: Wednesday, February 9, 2011 at 8:00 a.m.

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Respectfully submitted,

Michael Crowley

Chairman

January 12, 2011